

1961 Training 10-3

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390016-4

FILING WORKSHOP

DDK - 16 Jan.
DD/I - 19 Jan
DD/P - 24 Jan

Conducted

by

Office of Training

in cooperation with

Records Management Staff

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A Filing Workshop
on the
Subject Numeric Filing System

The morning sessions
are designed to review
the system of subject numeric filing
and
methods of classifying and filing records

The afternoon sessions
include instructions
for installing a new filing system
Clinics will be conducted
to help examine Office filing ills
presented by the students

Handbooks and guide materials
are distributed
for the students to keep and to use
in their Offices
in an effort to improve
existing filing techniques and procedures

9:30 am WELCOME

Chief, Clerical Training

FILING FACTS AND BACKGROUND

Chief, Records Management Staff

THE SUBJECT NUMERIC SYSTEM

Introduction to the System
Explanation of Subject and Case Files
Use of the Filing Handbook

Coffee

Classification of Letters
Forms as Filing Aids

Instructor, Clerical Training

1:00 pm INSTALLING A FILING SYSTEM

Records Analyst, Records Mgt. Staff

ONE VIEW OF FILING

Slides

Break

EQUIPMENT AND SUPPLIES FOR EASIER FILING

Records Analyst, Records Mgt. Staff

FILING CLINICS

(Solving Students' Filing Problems)
Records Analyst, Records Mgt. Staff

CRITIQUE

Students

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IS A
SERVICE OFFICE

SERVICES AVAILABLE

The Organization's Records Management Program is concerned with improvement of all paperwork:-

1. When it is being created,
2. While it is in use, and,
3. Its ultimate preservation or destruction.

For example:

CREATION

Forms design, preparation, and control
Correspondence methods and improvement
Reports analysis and management

USE

Filing Systems and procedures
File equipment and supplies
Office equipment and related procedures
Record keeping surveys and analysis

DISPOSITION

Record retention and disposal schedules
Vital Materials selection and storage
Records Center storage and service
Archives preservation

Guidance, Training, or Assistance or any phase of paperwork control is readily available from the Records Management Staff (extension or from the Records Officer assigned to each area.